

**Fee - \$349 per day**

**Early Registration Discount** \$329 for online registration or if payment is received by **June 22, 2016**

**Friday  
July 22, 2016**

**REGISTER NOW**

[www.eetraining.eeoc.gov/tapsmain.html](http://www.eetraining.eeoc.gov/tapsmain.html)

By registering for a Training Institute event, you agree to all applicable Institute policies.

**ENHANCE YOUR EEO KNOWLEDGE** at the **2016 EEOC Miami Technical Assistance Seminar** sponsored by the **EEOC Miami District Office**. The seminar will be held at the **Kovens Conference Center - Biscayne Bay Campus**.



# EEOC Miami Seminar

**U.S. Equal Employment Opportunity Commission**

## 2016 SEMINAR LOCATION

**Kovens Conference Center  
Florida International University  
Biscayne Bay Campus**

3000 N.E. 151st Street,  
North Miami, FL 33181

Participant materials will be available for download and/or e-mailed prior to the day of the seminar.

**EVENT Code: 16T-MIA-01**

**TRAINING YOU CANNOT AFFORD TO MISS!**  
Join us for the best in EEO training, from the experts who enforce the law.



**EEOC**  
**Training Institute**  
*...Learn from the Experts*

## Questions about the seminar?

**Donna Walton, EdD**

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(305) 808-1834 FAX  
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[donna.walton@eeoc.gov](mailto:donna.walton@eeoc.gov)

**Elaine McArthur**

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# U.S. Equal Employment Opportunity Commission

## EEOC Miami Seminar

Friday  
July 22, 2016

### CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than **10 business days** prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

### WHO SHOULD ATTEND?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

### Training Institute Policies - Event Code: 16T-MIA-01

**PAYMENT - \$349 for the day.** Fee includes seminar, lunch, refreshments at breaks and an eight volume 2016 EEO library on a cd. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

#### GET A DISCOUNT PRICE of \$329 when

1) registering on-line at [www.eetraining.eeoc.gov/tapsmain.html](http://www.eetraining.eeoc.gov/tapsmain.html) before July 21, 2016.

2) mailed registrations are postmarked on or before June 22, 2016. All mailed payments postmarked after June 22 are subject to the \$349 registration fee. Checks **received after** June 22 containing insufficient funds will be returned. **NOTE:** All credit card charges will be listed as **EEOC Training Institute** on your statement.

MAIL registration forms and checks to:  
EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

**STATE AND LOCAL GOVERNMENT REGISTRANTS: NOTE:** To request an invoice (to secure payment via **check or credit card**) please call or e-mail the EEOC Training Institute. **Registration** confirmation is issued **after** payment is received by the EEOC Training Institute.

**FEDERAL GOVERNMENT REGISTRANTS USING IPAC (Intra governmental payment and collection):** Federal agencies must complete the EEOC's Inter Agency Agreement Form (IAA Form) at the time of registration.

**REGISTER ONLINE - [www.eetraining.eeoc.gov/tapsmain.html](http://www.eetraining.eeoc.gov/tapsmain.html)**  
Credit card and electronic bank check registrations will receive immediate confirmation.

**REGISTRATION QUESTIONS:** Visit the website [www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov) or contact our customer service staff at 703-291-0880 or toll free 1-866-446-0940; or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for more information TTY# 1-800-828-1120.

**CONFIRMATION:** Registrants will receive e-mail confirmation upon receipt of a complete registration and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. **Bring your e-mail confirmation to the seminar.**

**REASONABLE ACCOMMODATION REQUESTS —** If you need an accommodation, please note it on the registration form and we will contact you.

# U.S. Equal Employment Opportunity Commission

## EEOC Miami Seminar

Friday  
July 22, 2016



### Schedule

7:45 a.m.  
Registration

8:30 a.m.  
Start

11:45  
Lunch (Provided)

4:45 p.m.  
End

### Let the EEOC Be Your Trainer!

Experienced EEOC Staff will come to your worksite and provide training on popular EEO topics such as Harassment, EEO Overview, ADA Reasonable Accommodation and more.

For more information contact:  
Donna Walton, Outreach & Training Manager,  
(305) 808-1764  
[donna.walton@eEOC.gov](mailto:donna.walton@eEOC.gov)

#### 7:45 AM REGISTRATION & CONTINENTAL BREAKFAST

8:30 AM

#### Introductions from your Federal, State & Local EEO Leaders

*Michael Farrell, Director, EEOC Miami District Office*  
*Michelle Wilson, Executive Director, Florida Commission on Human Relations*  
*Erin New, Director, Miami-Dade Commission on Human Rights & Fair Employment Practices*  
*Pamela Guerrier, Director, Palm Beach County Office of Equal Opportunity*

9:00 AM

#### EEOC Moves into the Digital Age: It's Happening Now!

*Martin "Marty" Ebel, Director of Field Management Programs, Office of Field Programs, EEOC HQ Washington DC*

Be at the cutting edge of EEOC's transformation to a digital charge system! This session will make you among the first to efficiently use EEOC's online portals to obtain real-time access to charge information important to you and your organization.

10:15 AM

#### BREAK

10:30 AM

#### 2016 Proposed Retaliation Guidance: The Latest Word

*Kimberly Cruz, Supervisory Trial Attorney, EEOC Miami District Office*  
Learn the most up-to-date information & strategies for addressing and avoiding what could potentially be your most significant charge risk.

11:45 AM

#### BUFFET LUNCH AND NETWORKING

1:00 PM

#### Legal Developments In Employment Discrimination

*Robert Weisberg, Regional Attorney, EEOC Miami District Office*  
A review of the most important recent case law & developments at the Commission.

2:00 PM

#### BREAK

2:15 PM

#### Promises Made in Severance Agreements: What Do They Mean, Why Are They There & Are They Legal?

*Michael Farrell, Director, EEOC Miami District Office*  
*Tara Faenza, Esq., Coane & Associates, Miami Beach FL*  
*Janet McEnery, Esq., Macfarlane Ferguson & McMullen, Tampa FL*  
Panelists will discuss differing views on the significance, meaning & legality of promises made in severance agreements, including do-not-reapply clauses, waivers, non-compete provisions & prohibitions against filing an EEOC charge.

3:30 PM

#### Effectively Navigating Uncomfortable Workplace Situations

*Sharon Harrington, MA, CPLP®, Managing Consultant, Amediate LLC, Norfolk VA*  
This session will provide insight into identifying behavior indicators that could cause workplace morale to rapidly deteriorate and strategies for addressing them.

4:45 PM

#### ADJOURN

This program has been submitted to the HR Certification Institute for review and SHRM recertification credits are being sought. Refresher training requirement for federal agency EEO (counselors, investigators and/or mediators) has been approved.

# EEOC MIAMI SEMINAR 2016

Please print and  
use a separate form  
for each attendee

## ENROLLMENT

Event Code: 16T-MIA-01

First Name \_\_\_\_\_ MI \_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_ Suborg. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Business Telephone ( ) \_\_\_\_\_ ( if TTY, please check here ☐ )

Fax No. ( ) \_\_\_\_\_ Company/Agency Tax ID Number \_\_\_\_\_

Do you require a reasonable accommodation, due to a disability, to attend this program? ☐ Yes

Describe accommodation requested or special diet needed: \_\_\_\_\_

## REGISTRATION FEE

☐ One day \$349 / \$329\* **Discount Price**

\*Discount price of \$329 available for online registrations received before July 21, 2016. All payments received after June 22 will be subject to a \$349 registration fee. Checks received after June 22 containing insufficient funds will be returned. Mail registrations to: EEOC Training Institute, 6841 Elm Street, Suite 1092, McLean, VA 22101

## PAYMENT TYPE

**Credit Card** ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Security Code (3 or 4 un-embossed digits near signature block) \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Cardholder Email \_\_\_\_\_

Cardholder Address \_\_\_\_\_

☐ **Check** Payable to **EEOC Training Institute** 6841 Elm Street, Suite 1092, McLean, VA 22101

☐ **State/Local Government Entities:** To request an invoice to secure payment via check or credit card, please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov).

☐ Federal Government Agencies must complete the EEOC's Inter Agency Agreement (IAA Form) at the time of registration. Please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov).

**Person filling out this form (if different than registrant)**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

► **REGISTER ONLINE** WITH A CREDIT CARD OR CHECK AT [www.eeotraining.eeoc.gov/tapsmain.html](http://www.eeotraining.eeoc.gov/tapsmain.html)

► **MAIL** to EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

► **QUESTIONS? CALL** 703-291-0880 or toll free 1-866-446-0940; **or e-mail**

[eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

### \* PAYMENT IS REQUIRED PRIOR TO TRAINING

Have you attended an  
EEOC-sponsored seminar,  
course or conference in the  
last 5 years? ☐ Yes ☐ No

# Employees  
at your facility?

- ☐ Under 50
- ☐ 50-99
- ☐ 100-249
- ☐ 250-499
- ☐ 500-999
- ☐ 1,000+

Your Organization:

- ☐ Federal Gov't
- ☐ State/Local Gov't
- ☐ Private

Your Position:

- ☐ Attorney
- ☐ EEO Director, Manager, Supervisor
- ☐ EEO Professional (Investigator, Counselor, Specialist)
- ☐ HR Director, Manager, Supervisor
- ☐ HR Staff
- ☐ Mediator, ADR
- ☐ Other Manager, Supervisor
- ☐ President, CEO, Owner
- ☐ Union Representative
- ☐ Other \_\_\_\_\_

How did you learn about this seminar?

- ☐ Postcard in mail
- ☐ Colleague
- ☐ EEOC event
- ☐ Email
- ☐ Website/Internet
- ☐ Newspaper/ Newsletter
- ☐ Professional Organization
- ☐ SHRM
- ☐ Other \_\_\_\_\_